MEDDAC Regulation 40-33

Medical Services

Hazardous Materials and Hazardous Waste Management Program (HMHWMP)

Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
11 September 2002

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SUMMARY of CHANGE

MEDDAC REG 40-33
Hazardous Materials and Hazardous Waste Management Program (HMHWMP)

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
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MEDDAC/DENTAC/VS
Regulation 40-33

Medical Services

Hazardous Materials and Hazardous Waste Management Program (HMHWMP)

FOR THE COMMANDER:

DAVID A. BITTERMAN
LTC, MS
Deputy Commander for Administration

PATRICE E. GREEN
COL, DE
Commanding

RHYA MAROHN
CPT, VC
Chief

Official:

JOHN SCHNEIDER
Adjutant

History. This is the initial publication of this regulation.

Summary. This regulation covers the policies and procedures for management of hazardous materials (HM) and hazardous waste (HW) in compliance with Army regulations, Federal and State laws, and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO); the safe handling of HW from the time it is generated within the facility to the time of disposal; proper storage and disposal of HM and HW; acquisition of protective equipment and clothing and or engineering controls necessary for the elimination or control of HM and HW that are temporarily maintained in the workplace; training of personnel regarding health benefits and proper handling of HM and HW; acquisition, review, maintenance and dissemination of Material Safety Data Sheets (MSDS); and precautionary labeling of hazardous chemicals or materials being handled as waste.

Applicability. This regulation applies to all elements of the U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC), the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

Proponent. The proponent of this regulation is the Chief, Environmental Health Section (EH), Preventive Medicine Service (PM).

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, to Commander, U.S. Army Medical Department Activity, ATTN: MCXR-PM-EH, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

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Glossary

Chapter 1
Introduction

1-1. Purpose
This regulation prescribes responsibilities, policies and procedures for management of HM and HW at facilities of the MEDDAC, DENTAC and VS, in compliance with Army regulations, federal and state laws, and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

1-2. References
Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

Chapter 2
Responsibilities

2-1. The MEDDAC commander
The MEDDAC commander will—

a. Appoint an environmental coordinator (usually the Environmental Science Officer (ESO)) to oversee the HMHWMP and provide a copy of the appointment orders to the Director of Public Works (DPW), ATTN: ANME-PWE, Fort George G. Meade (FGGM).

b. Ensure all MEDDAC personnel comply with this regulation.

2-2. Commanders, directors and chiefs of outlying clinics
Each outlying clinic commander, director and chief will—

a. Appoint a HW coordinator to manage the clinic's HMHWMP. This individual will maintain contact with the MEDDAC ESO on HMHWMP-related issues.

b. Develop, publish and maintain a standing operating procedure (SOP) to manage the clinic's HMHWMP; furnish the ESO a copy of the SOP.

c. Ensure compliance with this regulation and any installation-specific regulations.

2-3. The Chief, PM
The Chief, PM will—

a. Have overall quality assurance responsibility for the MEDDAC HMHWMP.

b. Ensure compliance with appropriate Federal, State, and Army regulations in a manner that permits maximum recovery and protects health and the environment.

c. Provide technical assistance regarding potential health effects related to exposure to HM and HW.

d. Provide technical assistance for evaluating storage, treatment, and disposal methods for HM and HW.

e. Assist and advise medical treatment facilities who generate HW regarding the means available to them to reduce the amount of HW generated.

2-4. The Chief, Logistics Division

Chief, Logistics Division will—

a. Appoint a primary and alternate HMHW coordinator to ensure HMHW is properly stored in the warehouse (building 2484), or other designated location, and turned over to the installation HW storage area. Provide a copy of each HW coordinator's appointment orders to the ESO.

b. Ensure each HW coordinator receives initial and annual training on the proper procedures for handling, packaging, and disposal of HW, as required. (See paragraph 6-6a.) Provide a copy of records documenting initial and annual training to the ESO.

c. Support the HW coordinators in conducting HW-related duties.

2-5. The Environmental Coordinator, ESO and outlying clinic HW coordinators

The Environmental Coordinator, ESO and outlying clinic HW coordinators will—

a. Provide guidance to clinic officers in charge and supervisors regarding the proper handling, storage and disposal of HM and HW.

b. Provide or coordinate training for MEDDAC personnel exposed to HM or HW in the course of their work.

c. Conduct assistance visits to Kimbrough Ambulatory Care Center (KACC) and outlying clinics to ensure proper personal protective equipment is stocked for workers' protection and that proper training and operational records are maintained.

d. Interface closely with the MEDDAC Safety Officer and or HAZCOM Program Manager.

e. Coordinate with the DPW Environmental Management Office, Defense Reutilization and Marketing Office (DRMO), Directorate of Logistics (DOL), or any other installation activity involved in the handling of HM and HW.

f. Assist Industrial Hygiene (IH) personnel in detecting HM and HW.

g. Maintain copies of the HW coordinators orders and records of initial and annual training.

h. Ensure all clinic and section safety representatives are properly trained in proper handling of HM and HW.

i. Provide instructions for identifying waste as hazardous.

j. Provide operational support for the MEDDAC Hazardous Materials Information System (HMIS).

k. Report HM and HW issues to the Safety and Environment of Care Committee.

l. Complete an annual evaluation of the HM and HW program.

2-6. The Industrial Hygienist

The Industrial Hygienist will—

a. Act as the primary point of contact (POC) for chemical spill incidents to preclude unnecessary endangerment, ensure that unauthorized or unnecessary personnel are evacuated from and not permitted in the area. In absence of the Industrial Hygienist, the ESO will be the POC. In the event of a large, emergency spill, the Industrial Hygienist will assist the installation Fire Department Incident Commander.

b. Ensure all IH personnel are properly trained in the use of spill monitoring equipment , and ensure spill monitoring equipment is charged and ready to be used at all times.

c. Provide full support and technical assistance to the ESO and HW coordinators as necessary.

d. Provide information on the types of personal protective equipment (PPE) required for persons exposed to HM and HW.

e. Conduct Health Hazard Inventory Module (HHIM) surveys and identify personnel and work areas that contain HM and HW.

f. Provide operational support for the HHIM. Identify personnel who are at significant risk and coordinate these findings with the Occupational Health Nurse for inclusion in the appropriate medical surveillance program. Provide a copy of the HHIM inspection report to the ESO and Safety Officer when requested.

g. Evaluate the health hazards presented by the potential introduction of new hazardous material.

2-7. The MEDDAC/DENTAC/VS Safety Officer

The MEDDAC/DENTAC/VS Safety Officer will—

a. Provide HAZCOM Training to all MEDDAC/DENTAC/VS personnel at FGGM who are potentially exposed to HM and HW.

b. Provide full support and assistance to the HMHWMP.

c. Provide safety input pertaining to the handling, storage, transportation, and disposal of HM and HW.

d. Provide internal surveillance, monitoring, and training as it pertains to the HM and HW safety practices of MEDDAC on-site generators.

e. Promptly report HM and HW violations and deficiencies to MEDDAC clinic and section chiefs and the ESO for corrective action.

f. Maintain copies of appointment orders for all clinic/section safety representatives. (KACC only.)

2-8. The Logistics Division HW Coordinator

The Logistics Division HW Coordinator will—

a. Attend initial and annual training required by FGGM. Applies only to KACC.

b. Provide a copy of his or her additional duty appointment order to the ESO. Applies only to KACC.

c. Screen all locally procured HM for presence of a material safety data sheet to ensure proper handling of the material.

d. Designate a satellite accumulation storage site within an appropriate location and ensure no more than 55 gallons of HW or one quart of acutely HW are stored at any given time.

e. Properly maintain HM and HW storage, to include separation of incompatibles, by conducting regular inspections.

f. Inspect the HW accumulation site located within the Logistics Division's warehouse. Maintain an inspection log that includes, as a minimum, the dates of inspection, the quantity of HW, and the inspector's name.

g. Maintain a supply of appropriate blank HW turn-in documents.

h. Prepare and maintain DD Form 1348-1A (Issue Release/Receipt Document); DPW Form 182 (Internal Hazardous Waste Manifest), (KACC only); and or any other pertinent disposal documentation and reports required for the handling, storage, transportation, and disposal of HW. Develop an inventory that includes HW type, quantity, method of disposal, disposal site location, and costs.

i. Process turn-in documents for proper disposal of HW.

j. Assign method of destruction codes to HW using the Military Item Disposal Instructions

(MIDI) compact disk-read only memory (CD-ROM).

k. Turn-in HW to the installation storage site. For KACC, the DPW Environmental Management Office.

l. Maintain a copy of the installation plan for HM and HW management on file.

2-9. Clinic and section chiefs

Clinic and section chiefs will—

a. Be responsible for the overall management of HM and HW within his or her clinic or section and ensure HAZCOM training is conducted.

b. Appoint a primary and alternate safety representative to manage HM and HW within the clinic or section, and provide a copy of the appointment orders to the Safety Officer.

c. Support the Safety Representative in conducting HM- and HW-related responsibilities.

d. Ensure the development of local SOPs that address policies and procedures for the use, handling, disposal and cleanup of HM and HW. Ensure all HM and HW SOPs are reviewed by the ESO, and or the Industrial Hygienist.

e. Screen all requests for HM generated by the clinic or section to ensure only necessary materials are ordered. These should be stocked in minimum quantities necessary to satisfy operational needs. Every attempt will be made to substitute non-HM for HM.

f. Ensure all HM and HW mishaps and chemical spills are documented on DA form 4106 (Quality Assurance/Risk Management Document) and forwarded to the Performance Improvement (PI) Coordinator. The PI Coordinator will provide a copy to the ESO and Industrial Hygienist (KACC only).

2-10. Clinic and section noncommissioned officers in charge (NCOICs) or safety representatives at KACC and HW coordinators at the outlying clinics

Clinic and section NCOICs or safety representatives at KACC and HW coordinators at the outlying clinics will—

a. Provide guidance and assistance to all immediate staff for compliance with applicable regulatory guidance.

b. Develop, publish, and maintain appropriate SOPs for the control and management of HM and HW within the clinic or section. Develop local procedures for spill protection and clean-up in coordination with the ESO, Industrial Hygienist, and Safety Officer; and ensure SOPs are reviewed by the ESO.

c. Attend applicable training for handling HM and HW.

d. Ensure, as a minimum, all section personnel receive annual training in handling HM and HW as it relates to the Hazard Communication (HAZCOM) Program.

e. Maintain a Hazardous Materials Inventory List of all hazardous material used in the clinic or section; ensure the inventory is updated annually or as HM are added and or deleted.

f. Maintain an MSDS for each hazardous material present in the work area in a location that is accessible to all employees in the clinic or section.

g. Ensure all personnel handling HM and HW are thoroughly trained in proper techniques and are provided with, and required to use, appropriate PPE.

h. Ensure proper hazardous chemical warning labels or markings are placed on all HM and HW containers.

i. Ensure all HW generated within the clinic or section is properly and accurately identified

by common name as well as chemical formulation.

j. Immediately (72 hours maximum) turn-in all hazardous material that has become HW to Logistics Division, unless PM has officially designated an accumulation site within the clinic or section. Accumulated HW is not to be held for more than 72 hours in any clinic or section, except those that have been officially designated as HW storage areas. (See paragraphs 3-5 and 3-6 below).

k. Ensure the date of HW generation is posted on the HW container when the container becomes full, as required by the Fort Meade Hazardous Waste Management Plan.

l. Whenever possible, to reduce the amounts of HW being generated, ensure that non-HM are substituted for HM.

m. Maintain close liaison with the MEDDAC/DENTAC/VS ESO, Industrial Hygienist, and Medical Logistics personnel who are responsible for collecting HW for temporary storage.

n. Take control of any HM and HW spill that may occur in his or her area of responsibility until relieved by the Industrial Hygienist, ESO, Safety Officer, or installation Fire Department.

o. Perform weekly inspections in accordance with the Fort Meade Hazardous Waste Management Plan, paragraph 4.3i.

2-11. MEDDAC, DENTAC and VS employees

MEDDAC, DENTAC and VS employees will—

a. Follow all applicable regulations, directives and SOPs concerning the safe handling of HM and HW.

b. Notify their chief or supervisor if a procured item or material is received without an MSDS.

c. As required, use appropriate engineering controls and PPE.

d. Attend birthmonth annual training (BAT) and other training classes on HM and HW management.

Chapter 3
Identification, Labeling and Marking Requirements, and Segregation and Storage

3-1. Identifying HM

Hazardous materials can be identified in several ways. “Certain words on a container are clear indicators that the contents are hazardous.” Examples of such words are flammable, corrosive, toxic, and danger. Consult the MSDS associated with the material, the Safety Manger, or the ESO for assistance.

3-2. Identifying HW

a. It is the responsibility of the clinic or section that generates the HW to properly and accurately identify the HW. The HW will be identified by both the common name and chemical formulation for proper waste classification for disposal.

b. Hazardous wastes commonly found in health care facilities, dental clinics, and veterinary treatment facilities are listed in appendix B. This list is not all inclusive. The clinic or section will contact the ESO for assistance in identifying unknown HW.

3-3. Labeling and marking HM

a. Containers of HM must be marked with the following information:

(1) Identity of the HM.

(2) Appropriate hazard warnings.

(3) Name, address, and telephone number of the manufacturer, importer, or other responsible party.

(4) All chemicals removed from the original container will be labeled with DD Form 2521 (Hazardous Chemical Warning Label (8 ½ X 11)), or DD Form 2522 (Hazardous Chemical Warning Label (4 ½ X 6)).

b. For more detail on labeling and marking HM, see MEDDAC/DENTAC/VS Regulation 385-2.

3-4. Labeling and marking HW

All HW containers will be marked with the words "Hazardous Waste" and will identify the contents of the containers.

3-5. Segregation and storage applicable to KACC and all outlying clinics

a. HW will be stored in accordance with federal, state, local and installation regulations.

b. A spill kit will be maintained at each storage area.

c. HW will not be stored in any location other than the designated storage areas. When HW is generated in any clinic or section, it will be turned in to Logistics Division or to the designated storage area.

d. HM and HW will not be stored together in the same storage area.

e. HW will not be mixed with other waste. Separate containers are required for each type of waste generated or stored.

f. Incompatible waste, or incompatible waste and materials, will not be placed in the same container. (Refer to the MSDS and compatibility chart.) Combustibles and flammables such as fuels, lubricants, solvents, paints, and thinners are compatible and may be stored in the same area. However, flammable items and oxidizing agents such as gasoline and lithium peroxide are not compatible and may not be stored together. Acids and alcohols are other examples of incompatible items. Questions on storage compatibility may be directed to the ESO, Industrial Hygienist, or Safety Officer.

g. A container with HM or HW will always be closed during storage, except when it is necessary to add or remove contents. The container may not be opened, handled or stored in a manner which may rupture the container or cause it to leak.

h. The Logistics Division HW Coordinator will regularly inspect the storage areas to ensure compliance with this regulation (see installation regulation for guidance). The HW Coordinator will maintain an inspection log that includes, as a minimum, the dates of inspection, the quantity and type of HW at each storage site, and the inspector's name.

3-6. Segregation and storage specific to KACC

a. KACC has three satellite HW accumulation sites. A maximum of 55 gallons of HW *or* one quart of acutely HW can be stored within each of the satellite sites at any given time. When either of these limits is attained, the HW must be turned in to DPW within 72 hours. The KACC satellite HW accumulation sites are located in the following areas:

(1) Logistics Division's warehouse. (Primary storage area.)

(2) Laboratory Service.

(3) The basement of building 2480, maintained by Facilities Maintenance.

b. HW will not be stored in any location other than those listed above in para a, except as officially designated by the Chief, PM. When HW is generated in any clinic or section, other than the Laboratory Service or Facilities Maintenance, it will be turned in immediately, or not less than 72 hours after it is generated, to the Logistics Division warehouse.

Chapter 4
Chemical Spill Response and Emergency Procedures

4-1. Spill response by type

MEDDAC, DENTAC and VS chemical spill response is classified in two categories; small, incidental spills, and large, emergency spills. The following procedures apply for spills that occur both inside and outside of any MEDDAC medical treatment facility, DENTAC dental treatment facility, or the VS veterinary treatment facility:

a. Small, incidental spills. These are spills that present no immediate hazard to the trained employee, the patient, or the environment. These spills are in the amount typically handled by the clinic or section. Small, incidental spills can be sufficiently cleaned up using the clinic or section spill kit(s). Most spills occurring at the MEDDAC will fall into this category. During non-duty hours all spills will be immediately reported to the installation Fire Department. During normal duty hours (0730-1600) the employee who spills the chemical or hazardous material will—

(1) Evacuate the area. Clear the area of all personnel who are not assisting in the clean-up procedure.

(2) Locate and read the appropriate MSDS and determine what PPE is necessary to clean up the spill. For example: gloves, goggles and shoe covers.

(3) Protect himself or herself by donning the PPE contained within the spill kit.

(4) Contain and absorb the spill using the contents in the spill kit. Dispose of the absorbent materials as HW, if required. Try to prevent the material from entering any drains.

(5) Report the spill. (See paragraph 4-2.)

(a) At FGGM, the employee will report the spill to his or her supervisor, the Industrial Hygienist, and the ESO; and complete DA Form 4106 and turn it in to the PI Coordinator. The PI Coordinator will provide a copy of the form to the ESO and Industrial Hygienist.

(b) At the outlying clinics, the employee will report the spill to his or her supervisor and the Industrial Hygienist and the clinic safety officer; and complete DA Form 4106 and turn it in to the PI Coordinator.

(6) Replace used components of the spill kit after the spill has been cleaned up.

b. Large, emergency spill. This is any spill that poses a great threat to human health or the environment. Spills of unknown substances are considered large, emergency spills. These spills are of quantities not typically handled by the clinic or section. Large, emergency spills cannot be contained or cleaned up using the clinic or section spill kit(s). The employee who spills the chemical or hazardous material, or who discovers the spill will—

(1) Call the Fire Department. Provide the building number, room number, phone number, and all available information concerning the spilled chemical or hazardous material.

(2) Report the spill. (See para 4-2.)

(3) Once the installation Fire Department Incident Commander declares the area is clear to enter, the Industrial Hygienist will monitor the spill area to determine if any health or

environmental hazard remains. Employees will not occupy the area until the level of potential hazard is below regulatory exposure limits and the Industrial Hygienist states that the area is safe to reoccupy.

(4) Complete DA Form 4106 and turn it in to the PI Coordinator. At FGGM only, the PI Coordinator will provide a copy of the form to the ESO and Industrial Hygienist.

4-2. The spill notification chain

Minimally, the employees reporting a spill will immediately notify the following personnel in the order listed, if possible:

a. Supervisor of the area in which the spill occurred.

b. Installation Fire Department. (For large spills during non-duty hours only.) (Employees at FGGM, call 2117.)

c. Clinic or section safety representative.

d. Industrial Hygienist. (Employees at FGGM, call 8763/8583/8464.) The Industrial Hygienist will inform the following:

(1) Safety Officer. (Employees at FGGM, call 8843.)

(2) Chief, Logistics Division. (Employees as FGGM, call 8682.)

(3) Occupational Health Nurse. (Employees at FGGM, call 8402/8773.)

e. Environmental Science Officer. (Employees at FGGM, call 8901/8661.)

4-3. Completion of DA Form 4106

As a minimum, the person reporting the spill will complete the following blocks on DA Form 4106:

a. Block 1 – Date of Event.

b. Block 2 – Time of Event.

c. Block 3 – Location.

d. Block 14 – Description of Event. A concise, factual, and objective statement containing the following information:

(1) Substance spilled.

(2) Volume spilled.

(3) Appearance and odor.

(4) Individuals notified.

(5) Individuals who responded.

(6) Number of injured individuals and description of the injuries.

(7) Events (i.e., evacuation of the area, cleanup and reoccupation of the area).

(8) Other relevant information.

4-4. Monitoring and reporting of spills

The ESO and or the Industrial Hygienist will monitor all spills and report them to the Safety and Environment of Care Committee.

Chapter 5
Turn-in, Disposal, and Transportation of HM and HW

5-1. Turn-in and disposal of HM and HW

Items appropriate for turn-in as HM or HW generally fall into the following categories:

a. *HM no longer needed by the clinic or section*. New, unopened items that have not exceeded the expiration date for use. These will be turned in to Logistics Division on scheduled turn-in days.

b. *HM with expired shelf life*. New, unopened items that have exceeded the expiration date for use. The following turn-in guidance assumes containers are free of rust and in good condition. For these items, DRMO will be contacted to determine whether they must be turned in as HW. In some cases, DRMO may be able to utilize expired items. If DRMO cannot utilize the expired item, it will be disposed of as HW.

c. *All substances classified at HW*.

(1) Identify the waste and ensure that containers are non-leaking, safe to handle and transport, and properly labeled.

(2) The clinic or section is responsible for preparing DD Form 1348-1A. At FGGM, DPW Form 182 will also be prepared. An MSDS for each item must accompany the turn-in documents. For assistance in completing these forms, contact the Logistics Division HW Coordinator if you are stationed at FGGM or, if stationed at an outlying clinic, your Clinic HW Coordinator.

(3) Logistics Division will identify the destruction code using the MIDI CD-ROM. The ESO or Environmental Management Office (EMO) will evaluate and validate the designated code to ensure compliance with federal, state and local regulations.

(4) Logistics Division is responsible for ensuring that the HW is properly identified, labeled and turned in to the installation for disposal.

(5) At FGGM only, The Logistics Division HW Coordinator will take the completed turn-in documents to the DPW EMO, building 239. The DPW EMO will schedule a turn-in date for delivery to the Controlled Hazardous Substance Storage Facility (CHSSF), building 6527.

5-2. Transporting HM and HW

a. Logistics Division will arrange for delivery of all HW to the installation storage site.

b. Transporting HW is not permitted on any state or county roadway without properly permitted vehicles and appropriate manifest. HW generated by KACC, DENTAC and VS may be transported on FGGM roads to the DPW CHSSF in Government vehicles only.

c. HW will be transported in safe, non-leaking containers and secured during transportation to avoid spills.

d. Incompatible wastes will not be transported in the same vehicle. (See paragraph 3-5f for examples of incompatible wastes.)

5-3. Transporting laboratory specimens

a. Laboratory specimens will be properly packaged in accordance with local SOP and Department of Transportation guidelines.

b. All laboratory specimens will be transported in Government vehicles.

Chapter 6
Training

6-1. General

All MEDDAC employees who segregate, package, store, transport, treat, dispose of, or who have direct contact with HM and or HW, will be provided job-specific training by their clinic or section supervisor, clinic or section safety representative, or other trained individual. This training will be

pertinent to the primary job of the employee being trained. The ESO or Safety Officer can be consulted for technical assistance in determining pertinent information to be included in the training.

6-2. Initial training

Initial training will consist of a general orientation to HAZCOM and HMHWMP, and a unit-specific briefing describing the specific HM and HW requirements of the employee's place of duty. The initial general orientation will be provided during BAT, which is presented by Plans, Training, Mobilization, and Security Division (PTM&S) for KACC employees, and by a trained staff member in each outlying clinic. Clinic- and section-specific orientation is the responsibility of the clinic or section supervisor, NCOIC or safety representative.

6-3. Annual refresher training

Refresher training for handling of HM and HW is required for all employees on an annual basis. Annual refresher training will be accomplished at KACC through BAT. At the outlying clinic, it will be provided by a trained staff member.

6-4. Clinic and section training

Clinics and sections will ensure all of their employees receive appropriate training. The safety representative, hazardous waste coordinator, and or other designated staff member will conduct training for each clinic and section. Training topics will reflect an assessment of the needs of the work center. For example, an improper response to a spill may indicate a need to increase training in emergency response procedures.

6-5. HAZCOM train-the-trainer training at KACC

The Safety Officer will conduct HAZCOM train-the-trainer training to train safety representatives so they may, in turn, train the personnel in their sections.

6-6. Specific training at KACC

a. Each HW coordinator at KACC must complete a minimum of 40 hours of introductory training and eight hours of annual training. To meet this requirement, HW coordinators will satisfactorily complete the Defense Hazardous Materials/Waste Handling Course sponsored by the DPW EMO.

b. IH personnel, the ESO, and other environmental health personnel with HMHWMP responsibilities must also complete the Defense Hazardous Materials/Waste Handling Course sponsored by DPW EMO. (40 hours initially and 8 hours annually thereafter.)

6-7. Training documentation

Documentation will include topic(s), content summary, date, speaker, and signatures of attendees.

a. At KACC, documentation of employees' training will be maintained by PTM&S.

b. At each outlying clinic, a designated individual will maintain copies of the clinic's annual training.

c. Written documentation of all training provided by the clinic or section will be maintained by the clinic or section for three years. (The filing year begins on 1 January and ends on 31 December.)

Appendix A
References

Section I
Required Publications

MEDDAC/DCC/VS Reg 385-2
Hazard Communication Program. (Cited in para 3-3.)

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 40-5
Preventive Medicine

AR 40-61
Medical Logistics Policies and Procedures

AR 200-1
Environmental Protection and Enhancement

AR 310-50
Authorized Abbreviations, Brevity Codes, and Acronyms

AR 385-10
The Army Safety Program

AR 420-47
Solid and Hazardous Waste Management

AR 420-90
Fire and Emergency Services

COMAR 26.13.05
Disposal of Controlled Hazardous Substances, Pretransport Requirements

Commonwealth of Pennsylvania, Pennsylvania Code Title 25, Environmental Protection, Chapter 262
Generators of Hazardous Waste

DOD 4145.19-R-1
Hazardous Materials Storage and Handling Criteria

FGGM Management Plan for Hazardous Materials and Hazardous Waste

FGGM Spill Prevention, Central, and Countermeasures Plan

Hazard Technical Information Service
A web site on the World Wide Web managed by the Defense Logistics Agency, accessible at the following internet address: http://www.dscr.dla.mil/htis/htis.htm.

KACC Hazardous Materials and Waste Management Plan

MEDDAC/DCC/VS Reg 40-14
Regulated Medical Waste Management Program

Military Item Disposal Instruction (MIDI) CD-ROM

Public Law 91-596, 29 sec 70
OSHA

Supply Management Bulletin No. 3-94
Hazardous Materials Policies and Procedures

Supply Management Bulletin No. 4-94
Hazardous Waste Policies and Procedures

Title 29, CFR, Part 1910
Occupation Safety and Health Standards

Title 40, CFR, Parts 260-280
Resource Conservation and Recovery Act

Title 49, CFR, Parts 171-178
Department of Transportation

U.S. Army Center for Health Promotion and Preventive Medicine Technical Guide No. 126
Waste Disposal Instructions

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 4106
Quality Assurance/Risk Management Document

DD Form 1348-1A
Issue Release/Receipt Document

DD Form 2521
Hazardous Chemical Warning Label (8 ½ X 11)

DD Form 2522
Hazardous Chemical Warning Label (4 ½ X 6)

DPW Form 182
Internal Hazardous Waste Manifest

Appendix B
Hazardous Wastes Typically Found in Healthcare Facilities *

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
1682 PROPRIETARY CHEMICAL L	HW01	D002
4-CHLORO-M-CRESOL	HW01	U039
ACETIC ACID GLACIAL	HW15	D001
ACETONE	HW01	U002
ACRYLIC MONOMER	HW01	D001
ACRYLIC RESIN	HW01	D001
ACRYLIC RESIN PART A&B	HW01	D001
ACTIVATOR, BONDING	HW01	D001
ADHESIVE..	HW01	D001
ADHESIVE...	HW01	D001
ADHESIVE DENTAL	HW01	D001
ADHESIVE REMOVER	HW01	D001
ADRENALIN CHLORIDE	HW01	P042
ALCOHOL BASED LOTION	HW01	D001
ALCOHOL ISOPROPYL	HW01	D001
ALIPHATIC HYDROCARBON	HW01	D001
ALPROSTADIL	HW01	D001
ALUMINUM CHLORIDE HEXAHYDRATE SOL	HW01	D001
AMDENT CLEAN ALL A	HW01	D002
AMMONIA INHALANT	HW01	D001
AMMONIA SPIRIT	HW01	D001
AMMONIUM HYDROXIDE	HW17	D002
AMYL NITRATE	HW01	D001
AMYL NITRITE	HW01	D001
AMYLOID PROTEIN STAINING KIT	HAC2	P042
ANESTHESIA SET SPINAL	HAC2	P042
ANESTHESIA SET	HAC2	P042
ANESTHESIA SET WITH EPINEPHRINE	HAC2	P042
AQUASOL A	HW01	D001
AROMATIC ELIXER	HW01	D001
ARSENIC TRIOXIDE	HW01	P012
AURAMINE RHODAMINE	HW01	U014
AZASERINE	HW14	U015
B-5 FIXATIVE	HW01	D009
BARIUM CHLORIDE	HW01	D005
BARIUM HYDROXIDE	HW01	D005
BARIUM SULFIDE	HW01	D005
BATTERY PACK	RM03	D002
BENZIDINE	HW14	U021
BENZOIN TINCTURE	HW01	D001
BENZOYL PEROXIDE WITH ETHER/ALCOHOL	HW01	D001
BETAMETHASONE DIPROPIONATE AEROSOL	HW01	D001
BISMUTH SUBNITRATE	HW01	D001
BITOLTEROL MESYLATE	HW01	D001
BLOOD CELL STAINING KIT	HW01	U154

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
BOUGIE	HW01	U151
BOUGIE ESOPHAGEAL	HW01	U151
BRIDGE & CROWN STARTER KIT	HW01	D006
BUPIVACAINE AND EPINEPHRINE	HW01	P042
BUTANE	HW01	D001
CALCIUM HYDROXIDE	HW17	D002
CALSTAT	HW01	D001
CANADA TURPENTINE IN XYLENE	HW01	D001
CARBARSONE	HW01	D004
CARBOL-FUCHSIN	HW01	D001
CEMENT KIT	HW01	D001
CHYLAMYDIA TRACHOMATIS DETECTION KIT	HW01	D001
CHLORAMBUCIL	HW14	U035
CHLORIDE COLOR	HW01	D009
CHLORNAPHAZINE	HW14	U026
CHLOROACETIC ACID	HW01	D002
CHLOROFORM	HW01	U044
CHROMIUM TRIOXIDE	HW01	D007
CLEANER VACUUM SYSTEM	HW01	D002
CLEANER VACUUM SYSTEM	HW15	D002
CLEANING COMPOUND, DENTAL	HW01	D001
CLEARING SOLUTION	HW01	D001
COLLODION	HW01	D001
COPPER TEST REAGENT	HW01	D001
CRESOTE	HW01	U051
CRESYLATE	HW01	D001
CYANIDE ANTIDOTE KIT	HWD2	D001
CYANMETHEMOGLOBIN TEST REAGENT	HW01	P098
CYCLOPHOSPHAMIDE	HW14	U058
CYCLOPROPANE	HW01	D001
CYTOLOGY	HW01	D001
CYTOLOGY STAINING PACK	HW01	D001
DAUNOMYCIN	HW14	U059
DECOLORIZER	HW01	D001
DENTAL ACID SOLUTION	HW15	D002
DENTAL CERAMIC POWDER	HW01	D007
DENTAL CLEANING COMPOUND	HW01	D001
DENTAL HANDPIECE LUBRICANT	HW01	D001
DENTAL PORCELAIN	HW01	D005
DENTAL POWDER STAIN	HW01	D005
DENTAL TRAY CLEANING COMPOUND	HW01	D001
DENTIN PRIMER	HW15	D002
DENTURE REPAIR RESIN	HW01	D001
DEODORANT STERILIZER	HW01	D001
DESICOTE	HW01	U226
DETERGENT WITH ETHYL ALCOHOL	HW01	D001
DEVELOPER CORROSIVE	HW01	D002
DEVELOPER HAZARDOUS	HW01	D002

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
DICHLORODIFLUOROMETHANE	HW01	U075
DICHLOROFLUOROMETHANE-TRICLOROFLUOROMETHANE	HW01	U121
DIEXPOXYBUTANE	HW01	U085
DIE SPACER KIT	HW01	D001
DIETHYLSTILBESTROL	HW14	U089
DISULFIRAM	HW01	U403
DRYSOL	HW01	D001
EOSIN Y ANALYZED REAGENT, ALCOHOL	HW01	D001
EOSIN Y STAIN ALCOHOL	HW01	D001
EPIDURAL TRAY	HAC2	P042
EPINEPHRINE	HW01	P042
EPINEPHRINE BITARTRATE	HW01	P042
EPINEPHRINE HCL	HW01	P042
EPINEPHRYL BORATE	HW01	P042
ERYTHROMYCIN WITH ALCOHOL	HW01	D001
ETCHING LIQUID TOOTH	HW15	D002
ETHER ETHYL	HW13	U117
ETHYL ACETATE	HW01	U112
ETHYL ALCOHOL	HW01	D001
ETHYL CHLORIDE	HW01	D001
ETHYLENE OXIDE	HW01	U115
ETHYLENE OXIDE DICHLORODIFLUOROMETHANE	HW01	U115
FECAL	HW01	U122
FECAL SPECIMEN KIT	HW01	D009
FILM PROCESSOR CLEANER	HW01	D002
FIXATION & DECALCIFYING SOLUTION	HW01	D002
FIXATIVE	HW01	U122
FIXER PART B	HW15	D002
FLAMMABLE LIQUIDS	HW01	D001
FORMALDEHYDE	HW01	U122
FORMALDEHYDE AND ZINC SULFATE SOLUTION	HW01	U122
FORMIC ACID	HW01	U123
FUNGICIDE	HW01	D001
GENETIAN VIOLET	HW01	D001
GLYCOBIARSOL	HW01	D004
GRAM SAFRANIN	HW01	D001
GRAM SANFRANIN	HW01	D001
GRAM STAIN DECOLORIZER SOLUTION	HW01	D001
H-PACK STAIN	HW01	D001
HARRIS HEMATOXYLIN STAIN	HW01	D001
HEMA-CHEK SLIDE TEST	HAC4	D001
HEMATOLOGY STAINING PACK	HW01	U154
HEMOCCULT DEVELOPER	HW01	D002
HEXACHLOROPHENE	HW01	U132
HYDROCHLORIC ACID	HW15	D002
HYDROCORTISONE WITH ALCOHOL	HW01	D001
INDICATOR, ETHYLENE OXIDE	HW01	U115
INDOLE	HW01	D001

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
INDOLE TEST	HW01	D001
INDOLE TESK KIT	HW01	D001
INDUSTRIAL RP DEVELOPER	HW01	D001
IODINE TINCTURE	HW01	D002
IRM LIQUID	HW15	D001
ISE CLEANING SOLUTION	HW17	D001
ISE CONDITIONING SOLUTION	HW01	D002
ISE DILUENT	HW01	D009
ISE PACK	HW01	D001
KINYOUN STAINING KIT	HW01	D001
KIT ANTIDOTE TREATMENT CYANIDE	HWD2	D001
KIT GRAM STAIN	HW01	D001
KIT INSECT STING	HAC2	P402
KIT REAGT TUNGSTIC ACID	HW01	D002
KIT STAINING BLOOD CELL	HW01	D001
KLEENOL	HW01	D001
KOVA STAIN KIT	HW01	P105
LINDANE	HW01	D013
LIQUID SCINTILLATION COUNTING	HW01	U239
LIQUIFIED PHENOL	HW01	U188
LITHIUM NITRATE	HW01	D001
LITHIUM SULFATE-SULFURIC ACID	HW15	D002
LOTION BASE	HW01	D001
LUBRICANT 12 DIE LUBRICANT	HW01	D001
LUBRICANT DENTAL	HW01	D001
LYSING REAGENT	HW01	U122
MAGNESIUM	HW01	D003
MASSON'S TRICHROME STAIN	HW01	D001
MELPALAN	HW14	U150
MERALLURIDE	HW01	D009
MERBROMIN	HW01	D009
MERCURIC CHLORIDE	HW01	D009
MERCURIC IODINE	HW01	D009
MERCURIC NITRATE	HW01	D009
MERCURIC OXIDE	HW01	D009
MERCURIC THIOCYANATE	HW01	D009
MERCURY AMMONIATED	HW01	D009
MERCURY CYANIDE	HW01	P03P
MERCURY THERMOMETER	HW02	D009
METHANOL	HW01	U154
METHYLENE CHLORIDE	HW01	U080
MITABAN	HW01	D001
MITOMYCIN	HW14	U010
N, N-DIMETHYL-ALPHA-NAPHTHYLENE	HW01	D001
N, N-DIMETHYLFORMAMIDE	HW01	D001
NALATEX-RS	HW01	P105
NIKEL-CHROMIUM ALLOY	HW01	D007
NITRATE REAGENT A	HW01	D001

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
NITRIC ACID	HW15	D002
NITROGLYCERIN	HW01	P081
O-TOLIDINE HCL	HW14	U222
OSMIUM TETROXIDE	HW01	P087
OXYGEN	RMO7	D001
P-DIMETHYLAMINOAZOBENZENE	HW14	U093
PARALDEHYDE	HW01	U182
PARA PAK	HW01	D001
PETROLEUM ETHER	HW01	D001
PHENOL	HW01	U188
PHENYLMERCURIC ACETATE	HW01	P092
PH INDICATOR	HW01	U154
PHOSPHOMOLYBDIC ACID	HW01	D001
PHOSPHORIC ACID	HW15	D002
PHOSPHORUS	HW01	D003
PHOTOELECTRIC PLATE	HW01	D010
PHYSOTIGMINE	HW01	P204
PHYSOTIGMINE SALICYLATE	HW01	P188
PICRIC ACID	HW01	D003
PODOFILOX	HW01	D001
PODOPHYLLUM	HW01	D001
POTASSIUM ALCOHOL FIXATIVE	HW01	D001
POTASSIUM CHLORATE	H201	D001
POTASSIUM FERRICYANIDE	HW02	P030
POTASSIUMHYDROXIDE	HW17	D002
POTASSIUM PERCHLORATE	HW01	D001
POTASSIUM PERMANGANATE	HW01	D001
POTASSIUM THIOCYANATE	HW01	P030
PROJECT-A-LITH POS ACT	HW15	D002
PROTEIN STANDARD W/SODIUM AZIDE	HW01	P105
QUIK SPRUES GREEN	HW01	UI54
REAGENT ANAL MERCURY DENTAL	HW01	D009
REAGENT KOVACS	HW01	D001
REAGENT SULFOSALICYLIC ACID	HW01	D002
REMOVER, DENTAL CROWN	HW01	D007
RESERPINE	HW01	U200
RESIN REPAIR MATERIAL	HW01	D001
RESORCINOL	HW01	U201
RESTORATIVE KIT, PORCELAIN	HW01	D001
RHEUMATOID FACTOR TEST	HW01	P105
SACCHARIN SODIUM	HW14	U202
SALICYLIC ACID WI9TH ISOPROPYL ALCOHOL	HW01	D001
SALICYLIC AND LACTIC ACID	HW01	D001
SCOTCHBOND MULTI-PURPOSE ADHESIVE	HW01	D002
SCOTCHBOND MULTI-PURPOSE PRIMER	HW01	D002
SEBA-NIL	HW01	D001
SELENIUM	HW01	D003
SENSORCAINE	HW01	P042

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
SEPARATING FLUID	HW01	D001
SERUM CHLORIDE DEVELOPING REAGENT	HW01	D009
SET DIFF-QUIK STAIN	HWC3	D001
SHAMPOO COAL TAR SALICYLIC ACID	HW01	D001
SHAMPOO WI9TH BENZENE HEXACHLORIDE	HW18	U129
SHAMPOO WITH LINDANE	HW01	D013
SICKLE-SOL	HW01	D001
SODA LIME	HW17	D002
SODIUM CYCLAMATE	HW14	U202
SODIUM ETCHING SOLUTION	HW15	D002
SODIUM HYDROXIDE	HW17	D002
SODIUM NITRATE REAGT	HW01	D001
SODIUM NITRATE	HW01	D003
SODIUM NITROPRUSSIDE	HW01	D003
SPADNS REAGENT	HW01	D002
STANNOUS FLUORIDE AND PHOSPHORIC ACID	HW15	D002
STARTER	HW01	D002
STOP BATH KODAK INDICATOR	HW15	D001
STREPTOZOCIN	HW14	U206
SULFANILIC ACID REAGENT	HW01	D001
SULFURIC ACID	HW15	D002
SUNSCREEN PREPARATIN 50% ALCOHOL	HW01	D001
SURGICAL ADHESIVE	HW01	D001
SUSPENDING AGENT	HW01	D001
SYNCHRON WASH CONCENTRATE ii SOLUTION	HW17	D002
TERPIN HYDRATE	HW01	D001
TEST KIT RUBELLA	HW01	P105
TEST KIT TRIGLYCERIDE CHOLESTROL	HW01	D001
THERMOMETER	HW02	D009
THERMOMETER KIT TOMAC	HW02	D009
THIACETARSMIDE	HW01	D004
THIMEROSAL	HW01	D009
THIMEROSAL TINCTURE	HW01	D009
THIMERSAL TINCTURE	HW01	D009
THIOSULFATE SODIUM & SALICYLIC ACID	HW01	D001
TOTAL PROTEIN REAGENT	HW17	D002
TRICHLOROACETIC ACID	HW15	D002
TRICHLOROETHYLENE	HW01	U288
TRICHROME	HW01	D001
TURPENTINE	HW01	D001
UNI-SOLBE ADHESIVE REMOVER	HW01	D001
URACIL MUSTARD	HW14	U237
URINE CHEMISTRY CONTROL	HW01	D009
VINYL ETHER	HW01	D001
VITADYE	HW01	D001
VUMON FOR INJ 10MG/ML	HW01	D001
WARFARIN SODIUM	HW01	P001
WHOLE BLOOD ALCOHOL ASSAY	HW01	D001

HAZARDOUS WASTE	DISPOSAL CODE	EPA WASTE NUMBER
WRIGHT'S STAINING	HW01	U154
WRIGHT'S STAINING SOLUTION	HW01	U154
WRIGHT STAIN KIT	HW01	U154
XYLENE	RM11	U239
ZINC, POWDER	HW01	D001

* This is a not an all-inclusive list of hazardous wastes.

Glossary

Section I
Abbreviations

BAT
birthmonth annual training

CD-ROM
compact disk-read only memory

CHSSF
Controlled Hazardous Substance Storage Facility

DCC
Fort Meade Dental Clinic Command. (Old name for DENTAC.)

DENTAC
U.S. Army Dental Activity, Fort George G. Meade

DPW
Directorate of Public Works; Director of Public Works

EH
Environmental Health Section

EMO
Environmental Management Office

ESO
Environmental Science Officer

FGGM
Fort George G. Meade

HAZCOM
hazard communication

HHIM
Health Hazard Inventory Module

HM
hazardous material

HMHWMP
Hazardous Materials and Hazardous Waste Management Program

HW
hazardous waste

JCAHO
Joint Commission on Accreditation of Healthcare Organizations

KACC
Kimbrough Ambulatory Care Center

MEDDAC
U.S. Army Medical Department Activity, Fort George G. Meade

MIDI
Military Item Disposal Instructions

MSDS
material safety data sheet

NCOIC
noncommissioned officer in charge

OSHA
Occupational Safety and Health Administration

PI
performance improvement

PM
Preventive Medicine Service

POC
point of contact

PPE
personal protective equipment

SOP
standing operating procedure

VS
Fort Meade Branch Veterinary Services

Section II
Terms

Acutely hazardous waste
Any discarded, unused commercial chemical product listed in 40 CFR 261.33. Examples include epinephrine, nitroglycerine, and warfarin.

Chemical characteristics of a hazardous waste
Following are hazardous waste identification criteria. This information can be obtained from the MSDS.

a. Ignitability. A solid waste exhibits the characteristic of ignitability if a representative sample has any of the following properties:

(1) Is a liquid containing less than 24% alcohol by volume.

(2) Has a flash point less than 140 °F.

(3) Is an ignitable, compressed gas.

(4) Is an oxidizer as defined in 49 CFR 173.151.

b. Corrosivity. A solid waste exhibits the characteristic of corrosivity if a representative sample has any of the following properties:

(1) Is an aqueous solution with a pH less than 2 or greater that 12.5.

(2) Is a liquid that corrodes steel at a rate of 0.25 inch per year.

c. Reactivity. A solid waste exhibits the characteristic of reactivity if a representative sample has any of the following properties:

(1) Is normally unstable and readily undergoes violent change.

(2) Reacts violently with water.

d. Toxicity. A solid waste exhibits the characteristic of toxicity if a representative sample contains any of the contaminants listed in Table 1 of 40 CFR 261.24 at the concentration equal to or greater than the respective value given in that table. Such contaminants include certain concentrations of lead, mercury, chromium, arsenic, silver, and many others.

Hazardous chemical
Any chemical which is a physical hazard or health hazard as defined in 29 CFR 1910.1200 (OSHA). Such chemicals are carcinogenic, flammable, reactive, toxic, or capable of dam-aging the lungs, skin, eyes, or mucous membranes. According to OSHA, any product with an MSDS is regulated as a hazardous chemical.

Hazardous material (HM)
A substance or material in a quantity or form which may pose a risk to safety, health, and property when transported in commerce. Such items are listed in the DOT Hazardous Materials Table (49 CFR 172. 101) by name or product type.

Hazardous waste (HW)

a. Any hazardous material that has served its intended purpose, exceeded its shelf life, or has become contaminated or spilled, and poses a risk of damage to human health or the environment if improperly managed or disposed.

b. All HW are either listed in 40 CFR 261 Subpart D Lists of Hazardous Wastes, a substance mixed with a waste listed in Subpart D, or exhibits one of four characteristics identified in 40 CFR 261 Subpart C Characteristics of Hazardous Waste.

Large, emergency spill
A spill that threatens human health or the environment. Spills of unknown substances are considered large, emergency spills. These spills are of quantities not typically handled by the clinic or section. Large, emergency spills cannot be contained or cleaned up using the clinic or section spill kit(s).

Satellite accumulation site
A designated HW storage site where the generator may accumulate as much as 55 gallons of HW or one quart of acutely HW in containers at or near the point of generation where waste initially accumulates, which is under the control of the operator of the process generating the waste.

Small, incidental spill
A spill that presents no immediate hazard to the trained employee or the environment. These spills are in the amount typically handled by the clinic or section. Small, incidental spills can be sufficiently cleaned up using the clinic or section spill kit(s). Most spills occurring at the MEDDAC will most likely fall into this category.